

REQUEST FOR PROPOSAL

REGIONAL OPERATOR WITH

FISCAL AGENT FUNCTIONS

REGION 3 – NORTHEAST INDIANA

REQUEST FOR PROPOSAL (RFP)
REGIONAL OPERATOR WITH FISCAL AGENT FUNCTIONS
July 1, 2006 – June 30, 2008

Mandatory Timeline:

Complete Proposal must be received by March 15, 2006.

Purpose

The purpose of this solicitation is to secure Regional Operator and Fiscal Agent services for the Regional Workforce Board (RWB) of Region 3/Northeast Indiana. The successful bidder will enter into negotiations for a two year contract with an optional one year extension at the discretion of the RWB.

The RWB is soliciting bids for a single entity to provide Regional Operator and Fiscal Agent services for Region 3/Northeast Indiana, which consists of the following counties: Adams, Allen, DeKalb, Grant, Huntington, LaGrange, Noble, Steuben, Wabash, Wells and Whitley.

Funding

The funding for these services will primarily come from Federal Workforce Investment Act, Title I funds awarded to the Region. Attachment A shows program year 2005 WIA funding levels for the current eleven regions of Indiana. While funding can fluctuate, Attachment A provides a reasonable guideline for expected funding levels. As a guideline, 10% of the amount of Funding shown on Attachment "A" for Region 3 Northeast Indiana is the maximum allowed for Administrative Costs. The RFP can address other programmatic income from outside sources that could provide additional Administrative Funding.

Contract Negotiations

Successful respondents to this RFP will be expected to participate in contract negotiations to establish the exact services to be provided and the payment terms for those services. Costs and services will be negotiated based on information contained in this RFP and in the proposal(s) selected for contract negotiations.

Disclosure

Respondents to this RFP should note that the contents of their response to this RFP or other information submitted to the RWB is subject to public release upon request, except those items specifically exempt from disclosure. All such proprietary or confidential material should be so marked.

Subcontracts

Bidders may subcontract for all or part of the services to be provided, but the intentions to subcontract must clearly be stated in the response to this RFP. Any subcontracting not specifically specified in the proposal or in the contract must have RWB approval.

Proposal Format

Proposals must be prepared and sequenced in accordance with the instructions outlined in this section. When completed, proposals are to be assembled in the following manner.

- Proposal Cover Page (Attachment B)
- Table of Contents
- Organizational Section –
 1. Organization Name
 2. Organization Address
 3. Organization Telephone Number(s)
 4. Contact Person
 5. Length of Time in Business
 6. Chief Executive Officer
 7. A Statement indicating the intent of the organization to provide services described in this RFP
 8. Legal Status of the Bidding Entity
 9. Mission or Purpose of the Organization
 10. Tax status of the Organization
- Bidders Background & Experience
 1. Description of the Purpose of the Organization
 2. Description of the Management and Structure of the Organization
 3. A Listing of Similar Services Provided – Names and Contacts
 4. Brief Resumes for Key Personnel that will Provide the Services
 5. Copies of Monitoring Reports and Audit Reports for the Past Two Years for Similar Services
- Plan of Service
 1. Detail the Plan for Providing Fiscal Agent Services.
 2. Services Provided on Site versus Off-Site – Provide Details.
 3. Services Provided not Specifically Required in the RFP.
 4. Fiscal Agent Staff Availability – Full Time versus Part Time – Provide Details.
- Budget/Cost – The costs will be evaluated using a dollar to dollar comparison.
- Non-Collusion Affidavit (Attachment C)
- Assurances and Certifications (Attachment D)

Exhibits

1. Budget Narratives and Budget Detail pages
2. Bidder's Annual Report/Financial Statement
3. Resumes of the Key Staff to be Involved
4. Organizational Charts
5. Recent Audits and Monitoring Reports from Similar Initiatives

Each section and exhibit must be clearly labeled.

Responses to this RFP must be typed on 8 ½" by 11" paper with no less than one inch margins. The proposals must be no longer than 30 pages in length not counting the exhibits.

Starting after the cover page and the table of contents, number each page at the bottom center using the format "page x of x". The completed attachments B, C, and D from this RFP must be included with your proposal. The cover page, table of contents and these required attachments do not count as part of the maximum 30 pages.

Submittals must include an original and three (3) copies. The original must have original signatures.

Scope of Work

Region 3 is publishing this Request For Proposal (RFP) to seek responses for a Regional Operator to provide services to Northeast Indiana Regional Workforce Board.

- Indiana has been divided into eleven Regional Workforce Service areas. Each region has a Regional Workforce Board that will be responsible for the delivery of workforce services in that geographic region. Region 3 / Northeast Indiana is issuing this RFP to procure services for the funding the Regional Workforce Board receives. The region consists of the following counties: Adams, Allen, DeKalb, Grant, Huntington, LaGrange, Noble, Steuben, Wabash, Wells and Whitley.
- The Regional Operator must be able to provide services to the specified region. The Regional Operator will be responsible for providing staffing redundancy to insure the region has uninterrupted representation.
- The Regional Operator must demonstrate appropriate background and experience with successful demonstrated activity in a training funded program environment.
- Additional details on the operation of the WorkOne system, the operation of which will be the Regional Operator's responsibility, may be found in Indiana's Strategic Two-Year Plan for the Workforce Investment Act and Wagner-Peyser Act. This document can be found at the following Website:
http://www.in.gov/dwd/partners/stateplan_102105.pdf.

Eligible grantees for the Regional Operator include:

- Private or public not-for-profit organizations, including faith-based or community-based organizations.
- Private or public for-profit organizations or entities.

The Regional Operator may not provide workforce development services in the region in which they are the Regional Operator. The Regional Operator may provide such services in the regions where they are not the Regional Operator.

The Regional Workforce Board members are appointed by the local elected officials (LEOs) in the region. The elected officials also select a chief elected official (CEO) to

represent them. As such the CEO is the grant recipient for the funding distributed to the Regional Workforce Board. As the grant recipient, the CEO will designate a Fiscal Agent to receive, disburse, and account for funds.

Region 3 is including in this Request for Proposal that the Regional Operator serve as Fiscal Agent for the region for:

- Workforce Investment Act Title I funding for:
 - Adults
 - Dislocated Worker
 - Youth
- Other funds awarded to the region including, but not limited to
 - State and federal competitive and formula awards.
 - Foundation grants for workforce and economic development initiatives.
 - Other workforce and economic development awards/grants.

Other Fiscal Agent responsibilities include:

- The Fiscal Agent must provide services for the region identified in this RFP.
- The Fiscal Agent or entity for which they are employed may not provide workforce development services provided through the State of Indiana WorkOne system in the region identified in this RFP.
- The Fiscal Agent will establish procedures to ensure fiscal integrity.
- The Fiscal Agent, the CEO and Regional Workforce Board will aggressively pursue repayment from the originating entity/organization for disallowed costs.
- The Fiscal Agent will follow all applicable federal and state legislation and regulations, applicable Office of Management and Budget (OMB) Circulars, and State/Regional policies and directives.
- The Fiscal Agent will coordinate with the Regional Operator, the Regional Workforce Board, and the Department of Workforce Development (DWD) on fiscal issues.
- The Fiscal Agent as stated above will assure compliance with applicable OMB Circulars/DWD & State directives/RWB directives/"boiler plate" language of signed agreements between the parties and when deemed appropriate confer with the State on issues concerning allowable costs and acceptable processes and procedures.
- The Fiscal Agent will establish acceptable cost accounting plans (cap) for the entity(ies) served.
- The Fiscal Agent will utilize acceptable accounting software that allows for accrual reporting of all costs within the time lines established and the allocation of overhead/indirect costs IAW acceptable CAP.
- The Fiscal Agent will be in full compliance with the state/RWB cash management directives to include monthly bank reconciliations, and maintaining minimum cash on hand.
- The Fiscal Agent will establish a procedure to record and report all stand-in costs, when applicable all match cost of cash/in-kind as directed, and any required maintenance of effort.

Time of contract:

The period of the contact will be effective no later than July 1, 2006 through June 30, 2008. A one year extension may be granted for exceptional performance.

Applications are due to the (Northeast Regional Workforce Board) no later than March 15, 2006 at 4:00 p.m. One proposal with original signatures is required with 2 copies. No faxed copies will be accepted. Proposals post-marked later than March 15, 2006 will not be accepted. Mail to:

Indiana Department of Workforce Development
Attention: Jac Price, RWB Chairman
201 East Rudisill Blvd., Suite 202
Fort Wayne, IN 4680-1756

Requirements for Regional Operator proposals, including review criteria follow:

Overview of Scoring:

Regional Operator	
Service Provision Planning	10 pts
Integration/Coordination Planning	10 pts
Fiscal Agent	
Finance Service Provision Planning	10 pts
Overall	
Program Management & Organizational Capacity	25 pts
Outcomes	25 pts
Cost	<u>20 pts</u>
Total	100 pts

Regional Operator Responsibilities:

The Regional Operator will:

- Be responsible for integrating service delivery in the WorkOne system in the region in accordance with federal and state legislation and regulations, state policy, and the Indiana Strategic State Plan. Programs include Workforce Investment Act Title I Adult, Dislocated Worker, Youth, Veterans; Wagner-Peyser Act, Veterans Employment and Training Programs, and Trade Adjustment Assistance. Other programs may be incorporated
- Serve as support staff to the Regional Workforce Board.
- Provide technical assistance to the workforce service providers in the Regional WorkOne system.
- Receive, along with the Regional Workforce Board, technical assistance/support from the Indiana Department of Workforce Development.
- Not provide WIA Title 1 core, intensive or training services or other direct workforce services in the region where they are the Regional Operator.

- Direct and coordinate the flow and delivery of services in each WorkOne Center located in the region.
- Provide participant reporting and data validation functions, in conjunction with the Regional Workforce Board.
- Be the Fiscal Agent.
- Perform duties identified for the One-Stop Operator in federal and state legislation, regulations, policies and procedures.
- Perform other related duties as indicated by DWD and the Regional Workforce Board.

Rating Criteria

Service Provision Planning (10 Points)

The Regional Operator will be an instrumental component for the management of workforce services in the Regional WorkOne system, provide staff functions for the Regional Workforce Board and supply fiscal agent duties to the Regional Workforce Board.

- The integration of services and workflow for the WorkOne system are an integral part of Indiana's workforce system. Describe how a plan to fully integrate services for seamless service delivery will be developed. Include how functional supervision, staff training, employer input, customer satisfaction surveys, etc. will be used. Include a plan describing the design of the flow of traffic, staff training, coordination of partner services, general room layout, and a timeline for implementation.
- Workforce Investment Act (WIA) service providers will be procured by the Regional Operator. The scope of work for WIA service provider RFP's must be provided to show the criteria, processes and timeline to be used for the selection of the WIA service providers.
- The applicant will describe how the plan for the procurement process for service providers will occur. Include how it will be determined who will receive notices of requests for proposals.
- The applicant will describe their capabilities to provide staff to the Regional Workforce Board, similar to supportive functions –provided to Workforce Investment Boards as described in WIA legislation.
- The applicant will describe the fiscal services to be provided insuring compliance with all federal and state requirements and complying with generally accepted accounting principles.

Scoring on this criterion will be based on the following.

- How service integration is addressed.
- How the flow of services is designed.
- The quality of the local procurement process for service providers, including reasonableness of the timeline.
- The comprehensiveness and quality of Regional Workforce Board functions to be provided.
- The comprehensiveness and quality of the fiscal services to be provided.

Rating Criteria

Integration/Coordination Planning (10 points)

The Regional Operator will be directing and coordinating the delivery of workforce services in the WorkOne Centers and Express sites located in the region. With guidance from the State and Regional Workforce Board, the Regional Operator will integrate Wagner-Peyser, Workforce Investment Act, Veterans, and Trade Adjustment Services in the WorkOne Center and Express Offices. Additionally, the Regional Operator will also coordinate with the Partner Services available in the regional offices to ensure customers have access to the full array of services available.

The applicant will:

- Describe the Regional Operator's vision for integration and coordination in the area.
- Describe the plan for the transitioning of counties (into or out of new regional areas) so limited disruption of service occurs.
- Describe how the Regional Operator envisions his/her role with the Regional Workforce Board, including how coordination will occur.
- Describe how the Regional Operator will assist the Regional Workforce Board to assume a stronger leadership role over the next two program years. Include the relationship between the Regional Operator, Regional Workforce Board, and the State, and how capacity building for the Regional Workforce Board will be provided.
- Describe the Regional Operator's role with the DWD Regional Coordinator, including how coordination will occur.

Scoring of this criterion will be based on the following:

- How integration of services will occur through the Regional Operator's vision.
- How transitioning of counties into or out of new regional areas will occur to minimize the disruption of services to clients.
- How coordinating with the Regional Workforce Board will occur, including how the leadership role of the Regional Workforce Board will be enhanced over the next two program years.
- How coordination with the DWD Regional Coordinator will occur.

Rating Criteria

Financial Service Provision Planning (10 Points)

The Fiscal Agent will be an instrumental component within the Regional WorkOne system. Through this procurement process, the Regional Workforce Board anticipates identifying a Fiscal Agent to provide financial services.

The applicant will:

- Describe the process for employing staff to include experience under varying training funded programs such as WIA for the region or contracting for such

services. Describe the plan for providing the services including personnel to be used and/or qualifications of people that will be used.

- When applicable, describe the methods for assisting the CEO/Board to aggressively pursue repayment from the originating entity/organization for disallowed costs.
- Describe the plan for coordinating with the DWD, the Regional Operators, and the Regional Workforce Boards concerning the payments for delivery of workforce development services in the regions. Include how such coordination will occur to assure proper documentation accompanies each claim for payment (i.e. what is sent to the fiscal agent and what is to remain on file with the regional operator). What method will be used to resolve concerns over payment for costs questioned by the Fiscal Agent?
- Describe its willingness to serve as fiscal agent for other funding that may become available to the regional workforce board such as other state grants, federal grants, foundation grants and other grants and awards. Such description must contain a fee structure.

Scoring on this criterion will be based on the following:

- How the applicant will staff to provide the financial services.
- How the applicant will assist the State to pursue questioned costs which result in a demand of repayment for disallowed costs.
- How the applicant will coordinate with the Regional Operator, Regional Workforce Boards and DWD on fiscal issues.
- Fiscal experience in working with training funded programs
- How the applicant will handle other funds including the fee structure.
- The costs for the fiscal agent functions.

Rating Criteria

Program Management & Organizational Capacity (25 points)

Applicants must demonstrate their capacity and capability to be a Regional Operator. The (Region 3/Northeast Indiana) is interested in learning the applicant's capacity to administer workforce development programs and program management capability. Towards that end, the State will be revising its system of measuring, developing real-time measures, and developing an automated case management system with reporting capability.

The applicant will:

- Describe the entity's ability, organizational capacity, and track record to administer workforce development services in each WorkOne Center and WorkOne Express site located in the regional area.
- Identify a Regional Operator Director with whom the State and Regional Workforce Board will communicate and establish the qualifications of the Director and other key staff members.

- Describe credentials and certifications for personnel related to the delivery of workforce or related services. Please include organizational chart which includes both operational and fiscal agent personnel.
- Describe the applicant's ability to enter participant and financial data into an automated reporting system. Describe how data validation will occur.
- Describe how the workforce development system will be managed to meet performance, expenditure levels and enrollments.
- Provide a copy of the most recent audit report done for the Regional Operator's organization/entity indicating its ability to administer workforce development services.
- The applicant will describe for us how it will report progress on and implement the Strategic Skills Initiative through Phase III including the following:
 - Submission of documentation of Claims/Invoices, etc... upon completion of Strategic Skills Solutions Implementation phase report;
 - Submission of assembled claims package to State Fiscal Agent for approval and payment;
 - Receive reimbursement funds from State Fiscal Agent and deposit into a bank account established solely for the purposes of this contract;
 - Distribute funds in accordance with approvals and instructions from IDWD and State Fiscal Agent; and
 - Establish records of amounts awarded under subcontractors under this initiative and expenditures submitted for reimbursement by EGR under this initiative.
- Describe how you will continue to respond to the demand (employer/business) driven workforce system
- Describe the applicant's experience with accounting and reporting systems specifically with the Department of Workforce Development (DWD), other state/federal agencies, and/or private sector entities.

Applicants must demonstrate the capacity and capability to be the Fiscal Agent. Region 3 is interested in learning the applicant's capacity to maintain financial integrity in workforce development programs and its financial management capability.

- Describe credentials and certifications for personnel that will provide fiscal services.
- Describe its ability, organizational capacity, and track record to financially administer workforce development services in the region. Identify the primary contact person (Director) with whom the Regional Operator will communicate. Provide the qualifications and resumes of the Director and other key staff members including regional representatives or the qualifications for regional representatives. We anticipate that at a minimum, the Director or key staff will have an extensive background and experience in the successful fiscal management of a training funded program(s).
- Provide a copy of the most recent audit report done for the applicant's organization/entity reflecting fiscal integrity. Audit reports covering activity for the workforce development systems are preferred, but not required.

- Provide a summary of the applicant's proposed cost allocation plan as the lead Fiscal Agent and its implementation plan.
- Indicate the plan to develop internal controls that will be used by the applicant to maintain fiscal integrity as Fiscal Agent.
- Describe the plan to develop a financial reporting and cash management system. Also, describe financial reporting and cash management capability from the lead Fiscal Agent to the Regional Workforce Board and Regional Operator.

Scoring of this criterion will be based on the following:

- The applicant's ability and capacity to administer workforce development services as the Regional Operator, including key staff qualifications.
- The applicant's experience and ability to enter participant and financial data into the automated reporting system.
- The most recent audit report reflecting the applicant's ability to administer workforce development services.
- The experience in providing financial services for similar programs.
- Appropriate staff/organizational credentials and experience.

Rating Criteria

Outcomes (25 Points)

The organization's success in administering workforce development programs can, many times, be reflected through the outcomes achieved in the region. The Regional Workforce Board is interested in learning about the achievements of the applicant. Such achievements may have been measured through contract payment points, achieving benchmarks, achieving or exceeding performance standards, and/or other methods.

The applicant will:

- Provide the outcomes achieved by the applicant. *Workforce Investment Act outcomes are preferred but outcomes from other funding sources are acceptable.*
- Describe corrective actions taken (either internal ones or ones required by a contracting entity) as a result of not achieving outcomes.
- Provide the workforce development program outcomes achieved by the applicant. If the applicant has administered Workforce Investment Act (WIA) funding, please provide outcomes specific to WIA.
- Successful audit reports and monitoring reports of training funded programs to include any direct federal review(s) by DOL/ETA and/or the OIG
- Describe any additional outcomes that will raise the bar as a regional operator to which you will be held accountable. Include a plan as to how you intend to accomplish these goals.

Scoring of this criterion will be based on the following:

- The applicant's ability and capacity to administer workforce development services as the Regional Operator, including key staff qualifications.

- The applicant's experience and ability to enter participant and financial data into the automated reporting system.
- The most recent audit report reflecting the applicant's ability to administer workforce development services.
- The experience in providing financial services for similar programs.
- Appropriate staff/organizational credentials and experience.

Rating Criteria

Cost (20 Points)

Specify the annual cost for the regional operator and fiscal agent services using the cost worksheet included in this document.

Scoring on this criterion will be based on the following:

- Cost for the fiscal agent functions. The costs will be evaluated using a dollar to dollar comparison.

Attachment A
PY2005 Funding by Workforce Region
PY 2005

	County	SDA	Total \$	WIA %
1	-Jasper County	C.W.I.	\$226,372	0.562%
1	-La Porte County	C.W.I.	\$908,366	2.256%
1	-Lake County	Northwest	\$4,182,209	10.385%
1	-Newton County	C.W.I.	\$52,861	0.131%
1	-Porter County	C.W.I.	\$580,842	1.442%
1	-Pulaski County	C.W.I.	\$102,076	0.253%
1	-Starke County	C.W.I.	\$233,456	0.580%

Region 1 **\$6,286,182 15.610%**

2	-Elkhart County	Northern	\$598,375	1.486%
2	-Fulton County	North Central	\$161,423	0.401%
2	-Kosciusko County	Northern	\$203,124	0.504%
2	-Marshall County	Northern	\$155,363	0.386%
2	-St. Joseph County	Northern	\$1,912,842	4.750%

Region 2 **\$3,031,126 7.527%**

3	-Adams County	Northeast	\$99,255	0.246%
3	-Allen County	Northeast	\$2,658,957	6.603%
3	-De Kalb County	Northeast	\$322,373	0.801%
3	-Grant County	Madison-Grant	\$1,131,327	2.809%
3	-Huntington County	Northeast	\$203,635	0.506%
3	-Lagrange County	Northeast	\$241,966	0.601%
3	-Noble County	Northeast	\$428,749	1.065%
3	-Steuben County	Northeast	\$297,712	0.739%
3	-Wabash County	North Central	\$216,006	0.536%
3	-Wells County	Northeast	\$129,179	0.321%
3	-Whitley County	Northeast	\$295,673	0.734%

Region 3 **\$6,024,831 14.961%**

4	-Benton County	Tecumseh Area	\$31,768	0.079%
4	-Carroll County	Tecumseh Area	\$93,687	0.233%
4	-Cass County	North Central	\$358,745	0.891%
4	-Clinton County	Tecumseh Area	\$236,300	0.587%
4	-Fountain County	Tecumseh Area	\$68,114	0.169%
4	-Howard County	North Central	\$807,493	2.005%
4	-Miami County	North Central	\$379,721	0.943%
4	-Montgomery Cty	Tecumseh Area	\$121,489	0.302%
4	-Tippecanoe Cty	Tecumseh Area	\$1,077,813	2.676%
4	-Tipton County	North Central	\$55,270	0.137%

4	-Warren County	Tecumseh Area	\$14,514	0.036%
4	-White County	Tecumseh Area	\$265,822	0.660%

Region 4		\$3,510,735	8.718%
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5	-Boone County	Circle 7	\$83,476	0.207%
5	-Hamilton County	Circle 7	\$295,674	0.734%
5	-Hancock County	Circle 7	\$98,921	0.246%
5	-Hendricks County	Circle 7	\$244,831	0.608%
5	-Johnson County	Circle 7	\$349,113	0.867%
5	-Madison County	Madison-Grant	\$1,194,803	2.967%
5	-Marion County	Marion	\$7,194,924	17.866%
5	-Morgan County	Circle 7	\$179,681	0.446%
5	-Shelby County	Circle 7	\$137,157	0.341%

Region 5		\$9,778,581	24.282%
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Region 5 without Marion
County

\$2,583,656	6.416%
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6	-Blackford County	East Central	\$161,688	0.401%
6	-Delaware County	East Central	\$1,275,099	3.166%
6	-Fayette County	Southeastern	\$336,040	0.834%
6	-Henry County	East Central	\$238,292	0.592%
6	-Jay County	East Central	\$217,049	0.539%
6	-Randolph County	East Central	\$331,376	0.823%
6	-Rush County	Southeastern	\$69,758	0.173%
6	-Union County	Southeastern	\$34,605	0.086%
6	-Wayne County	Southeastern	\$717,735	1.782%

Region 6		\$3,381,642	8.397%
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7	-Clay County	Western	\$102,701	0.255%
7	-Parke County	Western	\$88,109	0.219%
7	-Putnam County	Western	\$187,835	0.466%
7	-Sullivan County	Shawnee Trace	\$194,995	0.484%
7	-Vermillion County	Western	\$152,658	0.379%
7	-Vigo County	Western	\$1,068,366	2.653%

Region 7		\$1,794,665	4.456%
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8	-Brown County	South Central	\$40,192	0.100%
8	-Daviess County	Shawnee Trace	\$90,393	0.224%
8	-Greene County	Shawnee Trace	\$313,580	0.779%
8	-Lawrence County	Shawnee Trace	\$452,542	1.124%
8	-Martin County	Shawnee Trace	\$71,703	0.178%
8	-Monroe County	South Central	\$1,027,319	2.551%

8	-Orange County	Southern 7	\$237,372	0.589%
8	-Owen County	South Central	\$82,114	0.204%

Region 8			\$2,315,215	5.749%
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9	-Bartholomew Cty	South Central	\$205,027	0.509%
9	-Dearborn County	Southeastern	\$125,221	0.311%
9	-Decatur County	Southeastern	\$90,146	0.224%
9	-Franklin County	Southeastern	\$140,813	0.350%
9	-Jackson County	South Central	\$106,111	0.263%
9	-Jefferson County	Southeastern	\$122,809	0.305%
9	-Jennings County	South Central	\$194,111	0.482%
9	-Ohio County	Southeastern	\$13,026	0.032%
9	-Ripley County	Southeastern	\$103,628	0.257%
9	-Switzerland Cty	Southeastern	\$72,545	0.180%

Region 9			\$1,173,438	2.914%
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10	-Clark County	Southern 7	\$212,755	0.528%
10	-Crawford County	Southern 7	\$103,857	0.258%
10	-Floyd County	Southern 7	\$243,554	0.605%
10	-Harrison County	Southern 7	\$134,819	0.335%
10	-Scott County	Southern 7	\$85,858	0.213%
10	-Washington Cty	Southern 7	\$273,164	0.678%

Region 10			\$1,054,007	2.617%
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11	-Dubois County	Shawnee Trace	\$99,075	0.246%
11	-Gibson County	Shawnee Trace	\$80,883	0.201%
11	-Knox County	Shawnee Trace	\$202,049	0.502%
11	-Perry County	Southwest	\$71,082	0.177%
11	-Pike County	Shawnee Trace	\$56,578	0.140%
11	-Posey County	Southwest	\$53,927	0.134%
11	-Spencer County	Southwest	\$103,723	0.258%
11	-Vanderburgh Cty	Southwest	\$1,114,337	2.767%
11	-Warrick County	Southwest	\$139,219	0.346%

Region 11			\$1,920,873	4.770%
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Statewide			\$40,271,296	100.00%
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Attachment B

Proposal Cover Page

Regional Workforce Board, Region 3/Northeast Indiana
Proposal for WIA Regional Operator and Fiscal Agent Services

Date of Proposal _____

Proposing Organization Name:

Proposing Organization Address:

Federal ID Number:

Authorizing Organization Official

Typed Name:

Signature:

Signature Date:

Contact Person

Name:

Address:

Telephone Number:

Cell Number:

E-mail:

Attachment C
Non-Collusion Affidavit

Regional Workforce Board, Region 3/Northeast Indiana

State of Indiana

County of _____

The undersigned, being first duly sworn, represents under oath that the Respondent has not, in any way, directly or indirectly, entered into any arrangement or agreement with any other respondent or with any officer or employee of the Region 3/Northeast Indiana Workforce Board whereby it has paid or will pay to such other respondent or officer or employee any sum of money or anything of real value whatever; and has not, directly or indirectly, entered into any arrangement or agreement with any other respondent or respondents which tends to or does lessen or destroy free competition in the letting of the agreement sought by the attached response; that no inducement of any form or character other than that which appears on the face of the response will be suggested, offered, paid, or delivered to any person whomsoever to influence the acceptance of the said response or awarding of the agreement, nor has this respondent any agreement or understanding of any kind whatsoever, with any person whomsoever, to pay, deliver to, or share with any other person in any way or manner any of the proceeds of the agreement sought by this response.

Signature of Authorized Representative

Print or Type Name

Subscribed and sworn to me this day ____ day of _____

Notary Public

County of _____

Commission Expiration Date _____

Attachment D

Regional Workforce Board, Region 3/Northeast Indiana Assurances and Certifications

The Respondent agrees to comply with all applicable State and Federal laws and regulations governing the Workforce Investment Act, Workforce Investment Boards, Regional Workforce Boards and any other applicable laws and regulations.

In addition, the Respondent assures, certifies and understands that:

1. The Respondent has not been debarred or suspended or otherwise excluded from or ineligible for participation in federal assistance programs.
2. The Respondent possesses legal authority to offer the attached proposal.
3. The submission of this proposal has been fully authorized by the governing authority of the Respondent.
4. A drug free workplace will be maintained in accordance with the State of Indiana requirements.

Signature of Authorized Representative

Print or Type Name

Date

Region 3 – Northeast Indiana

